



**DEPARTMENT OF THE ARMY
OFFICE OF THE DEPUTY CHIEF OF STAFF G-1
300 ARMY PENTAGON
WASHINGTON DC 20310-0300**

REPLY TO
ATTENTION OF

DAPE-PRA

FEB 27 2007

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Civilian Execution Plan Guidance

1. Reference, Memorandum, Secretary of the Army, 2 February 2007, subject: Lifting of Civilian Hiring Restrictions and Civilian Execution Plans. (Enclosed)
2. As directed in referenced memorandum, each Command must submit a civilian execution plan to HQDA. This plan must address why your Command is over or under executing your FY07 authorized civilian levels and what actions the command is taking to remedy the situation. If your command has been over or under executing your civilian program the Secretary of the Army wants to know why.
3. Questions that must be answered are:
 - a. Where does your command expect to execute your FY07 level in relation to your approved authorizations?
 - b. What is occurring in the command that may require a change to your authorized level?
 - c. Will that trend continue into FY08 and beyond?
 - d. Identify cause of any over execution whether it is GWOT related or in base programs. Identify the function and the number of over hires in each area and the source of funding.
 - e. To what extent do you plan on decreasing over hires based on business transformation efficiencies; or what level of increased authorizations will be requested for increased workload or insourcing?
 - f. Identify cause of any under execution (i.e. decreased workload, increased efficiencies, or under funding). Identify the specific reason in each area.
4. It is Army policy to budget and program the way you expect to execute. The Resource Formulation Guidance, Chapter 13, will provide specific details for adjusting your authorized levels based on your civilian execution plan within current funding and requirements. Concept plans are still required for any increased requirements.

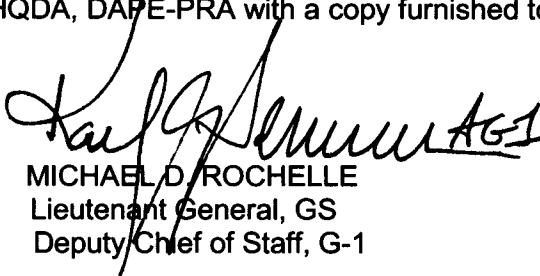
DAPE-PRA

SUBJECT: Civilian Execution Plan Guidance

5. Points of contact are Susan Wilvert at susan.wilvert@hqda.army.mil, 703-695-5610 (DSN 225-5610) or Geoff Carpenter at Geoffrey.carpenter@hqda.army.mil, 703-695-5605 (DSN 225-5605). Execution levels are measured by the HQ, ACPERS reports against the FY07 authorized position. Please use end January data as your benchmark for actuals. We can provide you with the January actual data for your command and your approved civilian authorized level for FY07, if necessary.

6. Plans must be submitted by 30 March to HQDA, DAPE-PRA with a copy furnished to SAFM-BUC-F.

Encl
as



MICHAEL D. ROCHELLE
Lieutenant General, GS
Deputy Chief of Staff, G-1

DISTRIBUTION:

HQDA Principals

Director, Army National Guard

Commander, US Army Forces Command

Commander, US Army Training and Doctrine Command

Commander, US Army Materiel Command

Commander, US Army Europe

Commander, US Army Central

Commander, US Army North

Commander, US Army Pacific

Commander, US Army Special Operations Command

Commander, US Army Space and Missile Defense Command

Commander, Eighth US Army

Commander, Network, Enterprise, Technology Command

Commander, US Army Medical Command/The Surgeon General

Commander, US Army Intelligence and Security Command

Commander, US Army Criminal Investigation Command

Commander, US Army Corps of Engineers

Commander, US Army Military District of Washington

Commander, US Army Test and Evaluation Command

Superintendent, US Military Academy

Commander, US Army Reserve Command

Commander, US Army Acquisition Support Center

Commander, US Army Installation Management Activity



SECRETARY OF THE ARMY
WASHINGTON

02 FEB 2007

MEMORANDUM FOR SEE DISTRIBUTION

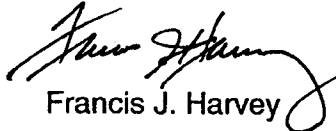
SUBJECT: Lifting of Civilian Hiring Restrictions and Civilian Execution Plans

1. Reference, Memorandum, Secretary of the Army, 23 February 2006, subject: Army Policy for Civilian Hiring and Initiation/Continuation of Contracts for Service Personnel.
2. Effective immediately, I am lifting the requirement for obtaining Departmental level approval for hiring civilian employees outside the current permanent Army civilian employee workforce. Because of the demands created by the Global War on terror and the tight fiscal environment, Army leaders require maximum flexibility to use the full business transformation tool kit to right size the workforce and to adjust the workforce mix among contractors, military and civilians, career, terms and temporaries. Senior Commanders need the flexibility to hire from external sources to avoid shrinking the talent pool and to encourage college graduates and retired military, among others, to become part of the Army civilian employee workforce. Senior commanders also require the flexibility to in-source contracts where it makes economic sense or where it is necessary to maintain proper command and control of Army core competencies, using the authority granted by Congress in Section 343 of the National Defense Authorization Act for FY06. I expect Senior Commanders and HQDA Principals to continue to be responsible for the approval of all civilian hiring actions in accordance with the policy I put in place on 23 February 2006.
3. Analysis of current command on board strength levels reveals that some commands are executing above and others below their authorized levels. All Commands are required to provide a plan to the Department addressing how their civilian strength levels will meet the FY07 and FY08 authorizations. Commands that are currently executing below authorized levels are encouraged to continue to do so. You should not feel compelled to meet the authorized level since the ability to operate at a strength level below authorization may be a direct result of exceeding the objectives of your Business Transformation initiatives. The plan must be provided to the G-1 and the Assistant Secretary of the Army, Financial Management and Comptroller. Specific guidance with respect to this new requirement, including the schedule for submission, will be forthcoming. Commands must also provide adjustments, where appropriate, in the FY09-13 Program Budget Review (PBR) to properly align authorizations to expected execution and ensure that funding is aligned with civilian authorizations.

Encl

SUBJECT: Lifting of Civilian Hiring Restrictions and Civilian Execution Plans

4. Commands may obtain increases to civilian authorizations by in-sourcing and use the savings generated to fund other Departmental priorities (including military-civilian conversions). The G-3/5/7 concept plan process will be used to validate the requirements and savings from in-sourcing that are the basis for this increase in authorizations.
5. As part of our effort to reshape the workforce, I encourage Senior Commanders and HQDA Principals as they develop their manpower and personnel plan to use an appropriate mix of career, term and temporary employees. Dr. John Anderson, 703-692-1924, John.Anderson@hqda.army.mil is my point of contact for this action.



Francis J. Harvey

DISTRIBUTION:

HQDA Principals

Director, Army National Guard

Commander, US Army Forces Command

Commander, US Army Training & Doctrine Command

Commander, US Army Materiel Command

Commander, US Army Europe

Commander, US Army Central

Commander, US Army North

Commander, US Army Pacific

Commander, US Army Special Operations Command

Commander, US Army Space and Missile Defense Command

Commander, Eighth US Army

Commander, Network, Enterprise, Technology Command

Commander, US Army Medical Command/The Surgeon General

Commander, US Army Intelligence and Security Command

Commander, US Army Criminal Investigation Command

Commander, US Army Criminal Investigation Command

Commander, US Army Corps of Engineers

Commander, US Army Military District of Washington

Commander, US Army Test and Evaluation Command

Superintendent, US Military Academy

Commander, US Army Reserve Command

Commander, US Army Acquisition Support Center

Commander, US Army Installation Management Activity